

23. Fee Schedule

(See zoning ordinance [§ 78-201.2](#), Establishment of Application Requirements, Schedule, and Fees)

The Town of Herndon Zoning Ordinance User Guide series provides the public with general information on land use regulations affecting activities undertaken by the public and administered by the Herndon Department of Community Development. It is not intended to be a complete statement of all applicable regulations. Individuals are encouraged to contact the Department of Community Development at 703-787-7380 for complete permitting requirements.

Zoning ordinance table [§ 78-201.2\(c\)\(3\)](#)

1. Architectural Review Board		
a.	New construction (includes landscape plan)	\$ 150.00
b.	Exterior alterations or additions to existing and accessory structures	\$ 150.00
c.	Sign permit application	\$ 75.00
d.	Amendments to approved permits	\$ 75.00

2. Heritage Preservation Review Board		
a.	Certificate of appropriateness for new construction (includes landscape plan) or demolition	\$ 150.00
b.	Certificate of appropriateness for exterior alterations or additions to existing and accessory structures	\$ 150.00
c.	Sign permit application	\$ 75.00
d.	Amendments to approved certificates of appropriateness	\$ 75.00
e.	Application for a certificate of appropriateness, residential use, other than new construction	\$ 1.00

3. Board of Zoning Appeals		
a.	Single Variance request	\$ 100.00
b.	Each additional section Variance request	\$ 25.00
c.	Appeal of the Zoning Administrator's Decision	\$ 100.00

4. Bonding Fees		
a.	Performance bond	\$ 250.00
b.	Letter of credit	\$ 250.00
c.	Conservation cash escrow agreement	\$ 250.00
d.	Request for extension of time for performance bond contract	\$ 400.00
e.	Request for reduction of the amount of performance bond, letter of credit or cash account	\$ 600.00
f.	Request to replace a performance bond, letter of credit or cash account	\$ 250.00
g.	Performance bond, letter of credit or cash account contract	\$ 250.00
h.	Request to waive the requirement for submittal of a maintenance bond	\$ 75.00

5. Comprehensive Plan Amendment, per request	\$1,000.00
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6. Zoning Map Amendment		
a.	Application, plus \$250.00 per nearest quarter acre	\$5,000.00
b.	For planned development: request to extend time of approval (prior to expiration of approval), plus \$250.00 per nearest quarter acre	\$2,500.00
c.	For planned development	
	i. Request to amend uses listed in approved proffers	\$ 300.00
	ii. Request for modification, per section of the zoning ordinance for which a modification is requested	\$ 300.00
d.	Request to waive time limit for re-application for Zoning Map Amendments, per request	\$ 100.00

7. Other reviews whether submitted separately or concurrently with another application		
a.	Traffic Impact Study review (as required), plus one-half of town consultant fee (if required)	\$ 500.00
b.	Minor Water Quality Impact Assessment (as required)	\$ 50.00
c.	Major Water Quality Impact Assessment (as required)	\$ 500.00
d.	Request for an exception to the provisions of Chesapeake Bay Preservation Area Overlay District (§ 78-304.4 (l))	\$ 100.00
	Request for an administrative waiver of the provisions of Chesapeake Bay Area Overlay District (§ 78-304.4 (m))	\$ 100.00
e.	Request for approval of a site-specific delineation for the Resource Protection Area as provided in the Chesapeake Bay Preservation Area Overlay District (§ 78-304.4 (e))	
	i. Area less than 5,000 square feet	\$ 50.00
	ii. Area of 5,000 square feet or more	\$ 500.00
f.	Floodplain study, plus one-half of town consultant fee (if required)	\$1,000.00

8. Special Exception		
a.	Application: residential uses	\$ 300.00
b.	Application: use categories of education, government facilities, or institutional and community service	\$ 300.00
c.	Application: all other nonresidential uses with no site alterations and no alterations to the size of the affected building	\$ 300.00
d.	Application: all other nonresidential uses with site alterations or alterations to the size of the affected building	\$1,500.00
e.	Request to extend time period of approval (prior to expiration of approval), all uses	\$ 300.00
f.	Request to waive time limit for re-application, per request	\$ 100.00

9. Site Plan		
a.	Application fee for site plans that require a public hearing (including certain revisions), plus \$250.00 per nearest quarter of an acre	\$2,000.00
b.	Application fee for plans that may be approved administratively (including certain revisions and minor site plans) except single lot development plans, temporary use site plans and building location surveys per plan sheet changed	\$ 200.00
c.	Other fees for all site plans (except single lot development)	
	i. Resubmission, per plan sheet changed	\$ 200.00
	ii. Request to extend time period of approval (prior to expiration of approval) see site plan application	
	iii. Waiver request, per section of the zoning ordinance or public facilities manual for which waivers are requested	\$ 200.00
	iv. Construction: bituminous surface, per square yard	\$ 0.51
	v. Construction: curb and gutter, per linear foot	\$ 0.92
	vi. Construction: header curb, per linear foot	\$ 0.92
	vii. Construction: sanitary sewer, per linear foot	\$ 2.34
	viii. Construction: screening, per linear foot	\$ 2.34
	ix. Construction: sidewalk, per linear foot	\$ 1.35
	x. Construction: storm drainage, per linear foot	\$ 4.39
	xi. Construction: TV inspection of pipe, per linear foot	\$ 2.32
	xii. Construction: waterline, per linear foot	\$ 1.75
	xiv. Construction: overlot grading and surface drainage, per division of land or per disturbed acre whichever is the higher total	\$ 200.00
	xv. Construction: storm water detention and best management practice (BMP) measures other than rain gardens per measure to be evaluated	\$1,000.00
	xvi. Construction: street lights, per light	\$ 50.00
	xvii. Construction: inspection following a violation, per inspection	\$ 160.00
	xviii. Construction: Plat and deeds of easement or dedication, per plat	\$ 200.00
	xix. Construction: Grading plan (not part of a site plan) See chapter 26, article III, section 26-51, Issuance of land disturbing permit	
	xx. As-built site plan, per sheet	\$ 50.00
d.	Single lot development	
	i. Initial submission	\$ 750.00
	ii. Second submission	None
	iii. Third and successive submissions	\$ 100.00
e.	Building Location Survey	\$ 25.00

f.	Temporary Use Permit	
	i. For uses of less than 90 consecutive days in duration	None
	ii. For uses of 90 days duration or longer	\$ 75.00
	iii. Resubmission	\$ 75.00
	iv. Waiver request of zoning provisions other than submittal requirements, per section of the zoning ordinance or public facilities manual for which a waiver is requested	\$ 75.00
g.	Temporary family health care structure application	\$ 100.00

10. Preliminary Subdivision Plan		
a.	Application: one through five lots, plus \$30.00 per lot, parcel or out lot	\$ 750.00
b.	Application: six through ten lots, plus \$30.00 per lot, parcel, or out lot	\$1,000.00
c.	Application: more than ten lots, plus \$30.00 per lot, parcel, or out lot	\$1,500.00
d.	Resubmission, per plan sheet changed	\$ 200.00
e.	Revision of an approved Preliminary Subdivision Plan - see Preliminary Subdivision Plan application	
f.	Request to extend time period of approval (prior to expiration of approval) - see Preliminary Subdivision Plan application	
g.	Subdivision chapter waiver request, per section of the subdivision ordinance or public facilities manual for which the waivers are requested	\$ 200.00

11. Subdivision Site Plan		
a.	First submission, per acre, plus \$250.00 per nearest quarter acre	\$1,000.00
b.	Resubmission, per plan sheet changed	\$ 200.00
c.	Revision not requiring town council approval (following approval), per plan sheet changed	\$ 200.00
d.	Construction: curb and gutter, per linear foot	\$ 0.92
e.	Construction: linear feet of street, per linear foot	\$ 1.20
f.	Construction: sidewalk, per linear foot	\$ 1.35
g.	Construction: sanitary sewer, per linear foot	\$ 2.34
h.	Construction: storm drainage, per linear foot	\$ 4.39
i.	Construction: TV inspection of pipe, per linear foot	\$ 2.32
j.	Construction: waterline, per linear foot	\$ 1.75
k.	Construction: bioretention facilities (rain gardens), per facility	\$ 250.00
l.	Construction: overlot grading and surface drainage, per division of land or per disturbed acre, whichever is greater	\$ 200.00
m.	Construction: storm water detention and best management practice (BMP) measure other than rain gardens, per measure to be evaluated	\$1,000.00
n.	Construction: street lights, per light	\$ 50.00
o.	Construction: inspection following a violation, per inspection	\$ 160.00
p.	Sketch plan	
q.	Rough grading plan (not otherwise part of subdivision application) – see § 26-51, Issuance of land disturbing permit	None

12. Subdivision Plats		
a.	Final subdivision plat and deed, first submission, plus \$30.00 per lot	\$ 300.00
b.	Request to extend time period of approval of final subdivision plat (prior to expiration of approval) per plat	\$ 200.00
c.	Correction of recorded plat, per plat	\$ 200.00
d.	Plat and deed of condominium, plus \$30.00 per subdivided lot	\$ 300.00
e.	Plat and deed of easement (creation, relocation, dedication, vacation), per plat	\$ 200.00
f.	Plat and deed of vacation of right-of-way, per plat	\$ 150.00
g.	Plat and deed of lot line adjustment, per plat	\$ 250.00
h.	Plat and deed of consolidation, per plat	\$ 250.00
i.	Plat and deed resubmissions, per document changed	\$ 100.00

13. Request for the Zoning Administrator to grant an Administrative Adjustment, per building affected by the request	\$ 50.00
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14. Zoning Verification Letter		
a.	Single-family dwelling or an undeveloped parcel of land zoned for single-family detached houses	\$ 50.00
b.	All other property uses	\$ 300.00

15. Zoning Inspection Permit, per inspection		\$ 25.00
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16. Fee for registration to receive notice of zoning and subdivision application		
a.	By U.S. mail, per year	\$ 25.00
b.	By electronic mail, per year	\$ 10.00

17. Zoning Ordinance Text Amendment or Subdivision Ordinance Text Amendment		
a.	Change in permitted uses, density, open space, parking or landscaping	\$1,000.00
b.	Other than a change of permitted use, density, open space, parking or landscaping:	
	i. Amendment request involves more than 100 words (all words added or deleted) or more than one section of the ordinance, or the amount of words is unknown	\$ 500.00
	ii. Amendment request involves 100 or fewer words (all words added and deleted) in one section of the ordinance	\$ 250.00

18. Request for early site occupancy prior to completion of all improvements in accordance with § 78-204.1 and § 78-204.2		
a.	Application	\$ 50.00
b.	Each inspection necessitated by the request	\$ 50.00

Need more information?

Have a question regarding required permits, the permit process, or application requirements? Call 703-787-7380 or e-mail community.development@herndon-va.gov to make an appointment to see a member of the Department of Community Development.

Have a question regarding Building Permits or construction codes? Call 703-435-6850 or e-mail buildinginspections@herndon-va.gov to make an appointment to see the Building Official.

Visit the Planning and Zoning page on the Town's web site, www.herndon-va.gov to view the Department of Community Development web site for the Zoning Ordinance User Guide series or to access the town code. Town offices are located at the Herndon Municipal Center at 777 Lynn Street, Herndon, Virginia, 20170.

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